

## Final tests

- There are no tests for Grade 9 or 10 courses.
- When all the lessons of a Grade 11, 12, or 13 course have been graded, the student is automatically notified of ILC testing procedures.
- Students within the Metro Toronto area write tests at ILC.
- Students outside the Metro Toronto area write tests in their own locality and are supervised by an ILC test supervisor.
- A certificate is sent to the successful student about four weeks after the test has been written. A copy is mailed to the co-ordinator.

Note: Interim reports for day-school students enrolled in ILC courses are the responsibility of the school.

## Students leaving school permanently and applying to ILC

The co-ordinator should provide the student with:

- a transcript;
- interim marks, if final marks are not available;
- a letter stating that the student is not returning to day school.

The co-ordinator should instruct the student to:

- obtain Application Form C and the Student Guide from ILC;
- mail or take the application and the required information to ILC.

Note: Do not use Application Form D for students who will be leaving school within a few weeks of applying, as the co-ordinator cannot monitor them.

## ILC sales

Most ILC secondary courses are available for purchase.

Courses may be purchased for day-school students who:

- are not eligible for enrolment in the day-school program;
- want to use courses for review or upgrading.

Note: The purchase of lessons does not include tutoring, evaluation, or certification by ILC. For more information, refer to the pamphlet "ILC Course Material Sales" or phone the ILC sales manager at the numbers listed below.

## Additional information

Further information concerning the day-school program may be obtained by phoning the Independent Learning Centre.

Toronto area: 965-2657

Toll-free (most Ontario areas): 1-800-268-7065

Toll-free (area code 807): see Bell telephone directory, the Blue Pages, Government Services section, "Correspondence Education (Ont.) - Elementary and Secondary"

Office hours: 8:30 a.m. - 5:00 p.m., Monday to Friday

The Independent Learning Centre, Ontario Ministry of Education, provides free home-study courses for Ontario residents who wish to obtain credits towards a high school diploma, upgrade basic skills, or study for enjoyment. The Student Guide, available on request from ILC, describes the services offered.

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# Independent Learning Centre



The Honourable Sean Conway, Minister

## ILC Day-School Program Guide





## Introduction

A day-school principal may contract the services of the Independent Learning Centre (ILC) for students attending day classes. To obtain these services, the principal must appoint a day-school co-ordinator who is responsible for ensuring that students are carefully screened and that their progress is monitored regularly.

Students who wish to enrol in an ILC course must apply through this co-ordinator, using Application Form D. Eligible students will be enrolled in one course at a time.

This guide provides co-ordinators with information relating to ILC policy and outlines the procedures for enrolling eligible students.

## How to organize a program: Suggested model

The principal:

- appoints a co-ordinator who is responsible for the program, and informs ILC of the appointment in writing. If a new co-ordinator is appointed, the principal must inform ILC in writing.

The co-ordinator:

- acquaints counsellors and other school staff with the ILC policies outlined in this guide;
- screens students;
- organizes a system of record keeping to monitor students' progress regularly;
- checks all completed application forms;
- communicates with ILC regarding problems and questions;
- ensures that students return all materials promptly after they have either completed or discontinued courses;
- reports changes of students' names, addresses, or schools to ILC.

## Who is eligible?

A student enrolled in a day school in Ontario who:

- has completed a minimum of 14 credits;
- is unable to register in the requested course at school;
- has obtained the school co-ordinator's signed recommendation;
- has the recommended background or prerequisite;
- is a Canadian citizen or landed immigrant.

## Screening procedures

Before students complete Application Form D, the co-ordinator should ask them to:

- read Part 1 of the ILC Student Guide to understand the ILC study method;
- choose courses from subject areas in which they have not had difficulty;
- consider the time commitment (at least six hours a week to complete a course within the school year);
- recognize their responsibility to complete the course;
- consider alternatives such as night school;
- prepare a schedule for submitting lessons regularly.

## How to apply

The co-ordinator should:

- make certain that the student completes Application Form D;
- list the student's current courses on the back of Application Form D;
- explain why the requested course is unavailable through the school;
- include the following:
  - an up-to-date transcript of the student's marks;
  - semester 1 final marks if applying in semester 2;
  - interim marks for current courses (in the fall, give the student's previous June marks).

**Note:** Final enrolment approval rests with the ILC executive manager.

## Monitoring procedures

The co-ordinator monitors students' progress by:

- recording the names of students who receive a course;
- checking regularly to see that students are submitting lessons;
- counselling inactive students either to submit a lesson for marking or to return all the course materials to ILC;
- studying ILC's comprehensive student progress reports, which are issued regularly, and taking necessary action. These reports should be shared with the principal and counsellors.

## Additional courses

- Day-school students may enrol in only one course at a time.
- A request for an additional course will be considered when Lesson 17 of a full-credit course or Lesson 7 of a half-credit course has been marked and recorded. Another completed Application Form D must accompany the request.

